

## ABSTRACT OF THE INVENTION

A computer implemented method of conducting a teleconference is disclosed. The method includes selecting a group of potential conferees using a graphical user interface tool displayed on a display screen, automatically  
5 setting up the teleconference by accessing telephone numbers for each conferee of the group of potential conferees and individually attempting to make contact with the group of potential conferees over a telephone system. The method further includes updating contact status information for the group of  
10 potential conferees during the automatic set up of the teleconference. A teleconference is established between the available conferees of the group of potential conferees.